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**Approved minutes of a meeting of the Finance and Management committee held on  
Monday 14<sup>th</sup> October 2019**

**Committee objectives for 2019/20**

- Training Chair of Finance and Management for 2019/20
- Completion of legal works (Market House / **Fairfield Ownership / Fairfield bequest**)
- **Implementation of Disaster Recovery Plan**

**Present:** Judi Morison (Chair), Margaret Bebbington, Philippa Biddlecombe, Pek Peppin, Penny Steiner and Nick Weeks.

**Clerk:** Zöe Godden

There were no members of the public present at the start of the meeting.

Before the meeting started, the Committee heard information from a provider of Health and Safety support.

**The meeting started at 19:09.**

**F029: Apologies for absence**

Apologies had been received from Bob Gilbey and Rob Worth.

**F030: Declaration of interest.** Members to declare any interests they may have in agenda items that accord with the requirements of the Councils Code of Conduct, and to note the grant of dispensations made by the town clerk in relation to the business of this meeting.

There were no declarations of interest.

**F031: To approve the minutes of the Finance and Management meeting held on 9<sup>th</sup> September 2019.**

**RESOLVED:** It was proposed and agreed to approve the minutes as presented.

**F032: To remind Councillors of the budget setting schedule for 2020-21.**

**Noted.**

**F033: To note the budget comparison sheet at 9<sup>th</sup> October 2019 and agree any action to be taken.**

Councillors examined the budget comparison sheet and asked the Clerk to check various aspects in time for the next Full Council meeting on 21<sup>st</sup> October.

***Action 191014/1: Town Clerk***

**F034: To review the earmarked reserves and agree any action to be taken.**

Councillors reviewed the earmarked reserves sheet. The Clerk was instructed to:

- Check that the cost of the zigzag path at Fairfield had been taken from earmarked reserves rather than from the 2018-19 budget.
- Provide an update on the amount of funds collected for Foxes Run and the Horsepond project.

***Action 191014/2: Town Clerk***

**RESOLVED:** It was proposed and unanimously agreed that a new Earmarked Reserve should be created to account for the Foxes Run donations; it was further agreed that the Earmarked Reserve named “Cemetery and Chapel” should be split into two separate funds called “Cemetery Land Purchase” containing £8500.00 and “Chapel Maintenance” containing £7902.85.

***Action 191014/3: Town Clerk***

**RESOLVED:** It was proposed and unanimously agreed that the balance of the Earmarked Reserve called “Legal Fees” (£2634.40) should be used to offset the overspend on the Legal Fees budget.

***Action 191014/4: Town Clerk***

20:21 – Margaret Bebbington left the meeting.

**F035: To consider recommending the Financial Risk Assessment to the Full Council for approval.**

The Clerk was instructed to amend the name of the accounting software stated in items 1 and 16 of the document.

***Action 191014/5: Town Clerk***

**RESOLVED:** It was proposed and unanimously agreed that subject to the amendments above, the Committee would recommend the Financial Risk Assessment document to the Full Council.

***Action 191014/6: Town Clerk***

**F036: To consider recommending to the Full Council the appointment of Rosie Darkin-Miller as the Internal Auditor for the 2019-20 Annual Governance and Accountability Return.**

**RESOLVED:** It was proposed and unanimously agreed to recommend the appointment of Rosie Darkin-Miller as the Internal Auditor for the 2019-20 financial year.

***Action 191014/7: Town Clerk***

**F037: To note that the Clerk has corresponded with the solicitor regarding the Council’s role as landlord to the Museum and Dance Studio and to agree any action to be taken.**

**RESOLVED:** It was proposed and agreed to recommend to the Full Council that the lease for the Museum should be renewed subject to any agreed amendments; it was further agreed to enter into discussions with the tenant of the Dance Studio with a view to finding a mutually agreeable way forward in terms of dealing with the lease for the second floor of the Market House.

***Action 190114/8: Town Clerk***

**F038: To note that the Marketing and Communications Committee has organised an Apple Day on 27<sup>th</sup> October.**

Noted.

**F039: The date of the next Finance and Management Committee meeting will be Monday 11<sup>th</sup> November. Any items for inclusion on the agenda should be forwarded to the Town Clerk by Thursday 31<sup>st</sup> October.**

**Noted.**

**The meeting ended at 20:50.**

**Approved as a correct record.....11<sup>th</sup> November 2019**